

Macomb Community Action Advisory Board
Executive Committee Meeting
January 13, 2009

The Macomb Community Action Advisory Board Executive Committee met on Tuesday, January 13, 2009 in the VerKuilen Building, MI Works! Conference Room-Suite 11, 21885 Dunham Rd., Clinton Township, MI.

MEMBERS PRESENT:

Mary George, Chair
Denise Amenta
John Bierbusse
Hazel Rivers

MEMBERS EXCUSED:

Norman Bordo
Commissioner Tocco
Commissioner Camphous-Peterson

STAFF PRESENT:

Frank Taylor
Mary Solomon
Holly Ehrke
Kathleen Nicosia

1. Call to Order

The meeting was called to order by Chair George at 12:04 p.m.

2. Determination of a Quorum

It was determined that a quorum was established with 4 members present.

3. Approval of the Agenda

Ms. George stated there was an additional item to add to the agenda - Item number 8a – the TANF Tax Preparation Assistance Grant.

Denise Amenta, supported by John Bierbusse, made a motion to approve the Agenda with the addition of item number 8a the TANF Tax Preparation Assistance Grant.
Motion carried.

4. Public Comment

Chair George stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair George proceeded with the meeting.

5. Approval of November 21, 2008 Minutes

Denise Amenta, supported by John Bierbusse, made a motion to approve the November 21, 2008 minutes. Motion carried.

6. Head Start Peer Review Preparation Update

Ms. Nicosia presented the Head Start Peer Review update. She stated there were questions that MCCAB members would be asked during the 2009 Head Start Peer Review that are included in the FY2009 Protocol. (Note the asterisks in the Head Start Peer Review packet).

Ms. Nicosia requested information on how the Board would like to handle the interviews by the Head Start Peer Review.

Mary George suggested that the three Committee chairs (Mary George, Denise Amenta, John Bierbusse), Fran Sturtz and a representative of the Board of Commissioners attend an informational meeting in conjunction with the next Executive Committee Meeting to discuss the questions that will be asked at the Head Start Peer Review interviews.

Discussion followed.

Mr. Taylor stated the Head Start Peer Review information will be prepared prior to the Executive Committee Meeting and mailed to Mary George, Denise Amenta, John Bierbusse, Fran Sturtz and a representative of the Board of Commissioners.

7. Recommendation to Receive CSBG-Earned Income Tax Preparation (EITC) Grant Funds

Ms. Solomon presented information on the CSBG-Earned Income Tax Preparation (EITC) Grant Funds. She stated:

- Period of Performance: January 1, 2009 through June 30, 2009.
- Funding Amount: \$15,000 (No County match required)
- Funding Utilization is designated to supplement staff wages during the training and implementation of the program.

John Bierbusse, supported by Hazel Rivers, made a motion to receive the CSBG-Earned Income Tax Preparation (EITC) Grant Funds. Motion carried.

8. Recommendation to Receive additional Individual Development Account (IDA) Funds

Ms. Solomon presented information on the additional Individual Development Account (IDA) Funds. She stated:

- Period of Performance: December 1, 2008 through November 30, 2012.
- Funding Amount: \$18,750 (No County match required)
- Families enrolled in the program make monthly contributions toward a savings account for up to two (2) years. When a customer sets aside their funds in a savings account, their contributions are matched at a 3:1 ratio utilizing the grant funds. The combined savings account is used for the down payment and closing costs on the purchase of their first home in Macomb County. Customers must follow the established guidelines as found in our brochure.

Discussion followed.

Denise Amenta, supported by Hazel Rivers, made a motion to receive additional Individual Development Account (IDA) Funds. Motion carried.

8a. Recommendation to Receive TANF Tax Preparation Assistance Grant

Ms. Solomon presented the TANF Tax Preparation Assistance Grant. She stated:

- Amount of funding: \$19,250 – No County match required
- Period of Performance: January 15, 2009 through June 30, 2009
- Funding Utilization – Action Center staff and designated Head Start staff will complete tax training provided by the IRS and the Accounting Aid Society. Specifically, funds will be designated to supplement Action Center and Head Start staff wages during extended office hours to maximize availability of service to our customers. No grant funds will be expended on training, software or the actual e-filing as they will be provided free of charge. No County funds will be used to supplement this service.

Denise Amenta, supported by Hazel Rivers, made a motion to receive the TANF Tax Preparation Assistance Grant. Motion carried.

9. Update on County Request for a Budget Reduction

Mr. Taylor gave an update on the County Request for a Budget Reduction. He stated the recommendation to the Board of Commissioners were as followed:

- Eliminating four staff positions.
 - One Site Supervisor
 - Two Field Workers
 - One Case Manager
- Immediate closure of the North and South Action Centers.
- The elimination of all Home Buyer Programs.

Mr. Taylor stated the impact of these reductions will be felt on those being served currently in the southern and northern end of the County. Contract expectations may be jeopardized and will result in unspent federal and state grant funds. It should also be

noted that the 2009 income tax preparation assistance program will be significantly curtailed as well.

Discussion followed.

10. MCAAB Membership Update

Mr. Taylor presented the MCAAB Membership Update. He stated the Janet Lowe has not attended any MCAAB Meetings and would have to be replaced. He presented two recommendations:

- Michael Bruci – an ex-United States Marine and Head Start parent.
- Marlene Holiefield – Coordinator/Assistant to the UAW Director of Chrysler Legal Service Plan.

John Bierbusse, supported by Hazel Rivers, made a motion to nominate Michael Bruci as a member of the Consumer Sector. Motion carried.

Mr. Taylor will invite Michael Bruci to the next Executive Committee Meeting.

Mr. Taylor stated that the Board of Commissioners has not set dates for their Committee Meetings, so he has been unable to update the MCAAB meeting dates or the Committee structures. He will update the MCAAB Board members as soon as information becomes available.

11. Review MCAAB By-Laws for possible modifications

Mr. Taylor presented the MCAAB By-Laws for possible modifications:

- (Page 3 of 10) Determine rules and procedures for the Parents Policy Council in accordance with the federal Head Start regulations, as well as, federal and state statutes and approve the Parents Policy Council By-Laws.
- (Page 7 of 10 section 7.1 Election of Officers) All voting shall be an open voting process in accordance with the Open Meetings Act.

Discussion followed.

John Bierbusse, supported by Denise Amenta, made a motion to present the MCAAB By-Laws modifications to each committee in February for their review and then present it to the Full Board in March. Motion carried.

12. Emerging Issues

There were no Emerging Issues.

13. Other Business

Mr. Taylor shared the thank-you letter from Ida Lynn Burton. Ms. Burton was an award recipient at the December MCAAB Meeting.

Ms. Solomon reported that 4 clients from the Habitat for Humanity have purchased homes through the IDA Program.

14. Schedule Next Meeting – February 10, 2009

15. Adjournment

John Bierbusse, supported by Hazel Rivers, made a motion to adjourn at 1:10 p.m.
Motion carried.

Respectfully Submitted

Holly Ehrke